

EXCEL PROJECT 14: Using Relative Formulas

Objectives Practiced

- Enter data.
- Copy formulas.
- Create relative formulas.

Karin received a \$5,000 commission when she closed a big sale at work, and she decided to invest the money in the stock market. Karin created an Excel worksheet to track how her stocks are doing, and now she wants to update it with the current stock prices and perform calculations.

1. Open **EX Project 14.xlsx** from the folder containing your data files, and save it as **Stock Chart XXX.xlsx** (replace XXX with your initials).
2. Enter the current stock prices as follows:

Cell F3: 14.88	Cell F6: 34.06
Cell F4: 27.15	Cell F7: 377.19
Cell F5: 5.78	
3. In cell C3, create a formula that divides the base value (cell E3) by the base price (cell D3). Use the fill handle to copy the formula to cells C4:C7.
4. In cell G3, create a formula that multiplies the current price (cell F3) by the number of shares (cell C3). Use the fill handle to copy the formula to cells G4:G7.
5. In cell H3, create a formula that subtracts the base value (cell E3) from the current value (cell G3). Use the fill handle to copy the formula to cells H4:H7.
6. In cell I3, create a formula that divides the gain/loss (cell H3) by the base value (cell E3). Use the fill handle to copy the formula to cells I4:I7.
7. Save and close the workbook, then exit Excel.

Critical Thinking

Open the **Stock Chart XXX.xlsx** file. Visit a financial site online that allows you to look up stock quotes, such as www.cnbc.com. Use the stock symbols that appear in column A to look up each of Karin's stocks and replace the values in cells F3:F7 with the stock's current price. Save and close the workbook.